

ABC SALE – CONSIGNOR INSTRUCTIONS

GETTING STARTED – NEW CONSIGNORS

1. Go to www.mysalemanager.net/reg_start.aspx?partnercode=FEFC&type=new and click on “Need A Consignor Number” to register as a new consignor. Make sure the login page says “MOPS at AOC.” NOTE: The website works best using chrome or firefox as your internet browser. If you are using internet explorer and are having trouble accessing the signup page, you might need to change your cookie settings. To do so please follow the instructions found here: <http://www.mysalemanager.net/helpdocs/loginproblems.pdf>
2. The first time you access the site, you will be asked to fill out a profile and create a password. Click the "submit" box after you've entered your information. Once you have completed this step, you will be asked to agree to our seller agreement. Then you will be assigned a Consignor Number which will appear on all your items' tags. You will be sent an email to the address you entered with your consignor number and your password. Please save this email.
3. After signing up you will be redirected to the consignor webpage.

GETTING STARTED - RETURNING CONSIGNORS

1. Go to http://www.mysalemanager.net/hom_start.aspx?partnercode=FEFC
(Please use google chrome as your browser or you might receive an error message)
2. Click “FORGOT CONSIGNOR NUMBER OR PASSWORD” – it will be emailed to the email address used in previous sales.
3. Return to previous linked page and sign in with your consignor number and password provided in the email sent.

DIRECTIONS FOR ENTERING ITEMS TO SELL

1. Go to http://www.mysalemanager.net/hom_start.aspx?partnercode=FEFC and login. Click “MY HOMEPAGE”, then click the pull down “ACTIVITIES MENU”, finally click “WORK WITH CONSIGNED INVENTORY”.
2. Enter each item by selecting the category, size (if applicable), the item’s description and sale price. Select if you would like to discount the item for half price during the last three hours of the sale. Also select if you would like to donate the item at the end of the sale (If you select to donate an item it will automatically be discounted).
PLEASE NOTE: The minimum price for an item is \$1.00 and all prices should be in increments of .50.
3. Once you are finished entering items click “I’m finished for now.”

DIRECTIONS FOR PRINTING TAGS

1. Go to http://www.mysalemanager.net/hom_start.aspx?partnercode=FEFC and login. Click “Activities Menu” and then “Work with consigned inventory”.
2. Click either “Print all tags” or “Print selected tags” depending upon which tags you would like to print. If you select “Print all tags” your tags will display in a new window. Right click on the page and select “print” under the drop down menu. If you select “Print selected tags,” you will then need to select the tags you wish to print. You can use the yellow arrow to sort your items. Once you have selected the tags to print, click the “Print selected tags” button. Your tags will open in a new window to print. **If you are not seeing your tags you might need to disable your pop-up blocker.** You can also choose to print your tags through adobe acrobat by selecting the appropriate box.
3. Please remember to use white card stock when printing out tags.

DIRECTIONS FOR TAGGING ITEMS TO SELL

1. Attach each white tag to the appropriate item using **clear packing tape** (for non-clothing items) or **safety pins**. Any item without a tag cannot be sold, so be sure the tag is secure.
 - a. If you are taping a tag to an item, only tape the *top portion* of the tag to the item. Please do not tape the entire tag to the item as the tag will be removed from the item once it is sold. Also, please do not tape over the bar code as this may make the item difficult to scan.
 - b. For items packaged in a Ziploc bag, tape the *top portion* of the tag (see above) to the *outside* of the bag, and then seal the bag with tape.
 - c. All clothes must be on hangers. Safety pin all clothing securely to the hangers and clothing sets together. Use only one tag for clothing sets that are pinned together, such as a shirt and skirt set. For all clothing items, **pin tags with safety pins only** to the front left shoulder of the garment from the perspective of the wearer. (This will look like the right side of the garment from the perspective of the tagger.) Make sure the hook is turned away from the tag facing left (should resemble a question mark shape). We will be hanging the clothes so the tag is always visible to the shopper on the outside of the rack. For an example of how this looks, see the photos below.



- d. For other "soft" items (blankets, slings, diaper bags, etc.), a tag must be attached with a safety pin. Please do not use straight pins or staples, as these do not hold tags securely, fall on the ground and may cause injuries.

e. If you have an item that has multiple parts, secure those items together or adequately mark them to prevent separation. Make multiple copies of the **same label** to tape to each item. Each tag should state how many total pieces there are, so for example you would handwrite "1 of 3 tags," "2 or 3 tags," etc. on each of the multiple copies. AOC MOPS is not responsible for parts that become separated during the sale.

DIRECTIONS FOR INVENTORY SHEETS

Once you have entered **ALL** your items, you will need to print out an Inventory Sheet to turn in along with your tagged sale items. We **MUST** have an inventory sheet from each seller! Items not labeled or on your inventory sheet will not be accepted.

1. Go to http://www.mysalemanager.net/hom_start.aspx?partnercode=FEFC and login. Click "Activities Menu" and then "Work with consigned inventory".
2. Click the "View/Print an Inventory Report" link. Your inventory report will open in a new window. To print, right click on the page and select "print" from the drop down menu.
4. Print a copy of this report, and bring it along with your tagged items during your designated drop off time on Thursday, February 23rd to the Community Hall (next to MOCHA at Austin Oaks Church).
5. Don't print out your inventory sheet until just before the sale. Be sure you've entered **all** your items.
6. After Tuesday, February 21, at 11:59 pm, the software program will be locked and no further changes can be made to the seller's inventory. Each seller can go online and check their inventory list during the sale to see if her items are sold, but the seller will not be able to change the price, description, or half-price status after the Thursday check-in.